



FRS 3.0 User Guide

Chapter 4-A

MAINTAIN HOUSEHOLD INFORMATION

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
1. INTRODUCTION

Once you enter a household into FRS 3.0, you may make changes to that household. FRS 3.0 refers to these changes as functions to maintain a household. This section contains information about how to maintain an existing household. You view the same windows accessed when you entered households into FRS 3.0.


Click  to begin to maintain household data. The first window, **Head of Household browser**, appears automatically after you click on the Maintain Household button .

2. SELECT THE HOUSEHOLD

Follow these steps to **Select the Household** in the **Head of Household** browser window:

- 1) Click on the first letter of the Head of Household's last name of the Household that you wish to maintain.
- 2) FRS 3.0 displays all Heads of Household that begin with the selected letter. Double-click on the Head of Household that belongs to the household you wish to maintain or select the Head of Household that belongs to the household you wish to maintain and click . The **1. Agency** window appears.
- 3) If the Head of Household does not appear in the Head of Household browser, click  button to begin to enter new household data.

3. MAINTAIN THE HOUSEHOLD

- 1) Review the information in the **1. Agency** window. Enter the correct information into the appropriate fields.
- 2) Select the window that contains the household information you wish to maintain.
For example, you may select , if you need to change the type of action for the family, i.e., the household was a new admission and now you need to perform an Annual Reexamination for the household.

* For more information about the fields contained on the individual information screens, see Chapter 4, Complete Household Information at: www.hud.gov/pih/systems/mtcs/document#frs.

- 3) When you complete data entry, click . The **FRS Main Menu** window appears.